



**Galveston County is seeking a new Legal Administrative Assistant for the District Attorney's Office!** The right candidate will be able to provide clerical and administrative legal assistance to the felony sections of the District Attorney's Office.

- **We have Excellent Benefits!!! –**
  - **Medical**
  - **Dental**
  - **AMAZING Retirement**
  - **Vision, Disability**
  - **Free Workout Facilities**
  - **Free Covered Parking at Moody Building**
  - **AFLAC and much, much more!**
- **We are a team oriented environment**
- **Hourly Rate: \$17.27**

**We want you to join our team of professionals and begin a long term career with the County!** If you meet the criteria listed below, please apply.

**Required Skills:**

- 2+ years of experience in the Legal field (pref. in the court system)
- 1+ years of experience working in office administration
- Ability to work as a team player with the other staff in the office
- Excellent customer service skills
- Must be proficient working with computers and software programs (MS Office)
- Excellent skill in office organization and procedures
- Exceptional written and oral communication skills
- Must have the skills to multi task on a daily basis
- Must be an excellent typist
- Excellent phone skills

**Preferred Skills:**

- Knowledge of court procedures and processes
- Knowledge of local and state law, policies, and procedures

**Some of the Duties Include:** Prepares daily felony docket and weekly docket of court hearings, Pulls case files for the dockets, Prepares and files petitions with District Clerk for felony cases and provides copies to appropriate parties, Gathers and prepares all information needed for prosecutors to screen and file cases, Coordinates court activities and dispositions, Coordinates with Court Coordinators on case setting, Performs notary public duties as necessary, Prepares appropriate documents for filing Petitions, Provides victim information to victim assistance coordinators, Orders offense reports and related material from investigating agencies, Sends subpoenas to witnesses and service to respondents/parents as required, Receives visitors and directs to appropriate personnel, Answers telephones, directing calls and taking messages as appropriate.

**To apply please visit our website**

**<http://www.galvestoncountytexas.gov/hr/Pages/Jobs-Online.aspx>**

**and fill out our online application. Or apply in person at 722 Moody, 3rd Floor Human Resources.**

**ADA/Equal Employment Opportunity Employer/VETS WELCOME**